

**APPROVED 6/5/2003**

State of Texas  
Records Retention Schedule

Page 1

11/5/03

Automated Facsimile of SLR-105

2. AGENCY CODE: 501

3. AGENCY: TEXAS DEPARTMENT OF HEALTH

4. Records Series  
Item #

5. Agency  
Item #

6. Records Series Title

7. RETENTION PERIOD  
Agency Storage Total

8. Sec 9. Arch 10. Med 11. Vital

12. Remarks

\_\_\_ ORIGINAL SUBMISSION  
\_\_\_ RECERTIFICATION  
\_\_\_ REPLACEMENT PAGE  
\_\_\_ ADDENDUM PAGE

712 - MEAT SAFETY ASSURANCE DIVISION											
161	MEAT INSPECTION PLANTS DATABASEFILE	US		US	O	E					
162	REGIONAL MEAT PLANT REVIEW FILES	3		3	O	P					
163	TALMADGE-AIKEN EMPLOYEE CREDENTIAL DOCUMENTATION	US		US	O	E					
165	MEAT INSPECTION COMPLAINT/VIOLATION FILE AND LOG	AC+3		AC+3	O	P				AC=COMPLAINT SETTLED	
167	MEAT INSPECTION PLANT FILES	AC+3		AC+3	O	P				AC=DATE OF COMPLETION OF THE INSPECTION OF PLANT	
168	BLUEPRINTS - RENDERING PLANTS	AC+3		AC+3	O	P				AC=CLOSING OF PLANTS	
170	COMPLIANCE FILES	AC+3		AC+3	O	P				AC=COMPLAINT SETTLED	
171	MEAT LABEL FILES	AC		AC	C	O				FILE CONTAINS "TRADE SECRETS" (MEAT PRODUCT RECIPES) AC=DISCONTINUING THE USE OF THE LABEL. PAPER & ELECTRONIC	
172	VIOLATIONS FILES	AC+10		AC+10	O	P				AC=COMPLAINT SETTLED	
174	VOIDED LICENSES AND PERMITS (RENDERING)	FE+3		FE+3 *	O	P					
1552	PERFORMANCE BASED INSPECTION SYSTEM RECORDS	AC+3MOS		AC+3 MOS	O	O	X			PAPER, ELECTRONIC; AC=DATA ENTRY COMPLETED	
1554	PERFORMANCE BASED INSPECTION SYSTEM ESTABLISHMENT SUMMARY CONDITION	CE		CE	O	O	X			PAPER, ELECTRONIC	
1.1.007	153 CORRESPONDENCE, ADMINISTRATIVE	3		3	O	R	P	X			
1.1.008	154 CORRESPONDENCE, GENERAL	1		1	O		O			PAPER, ELECTRONIC	
1.1.020	5147 OPEN RECORDS REQUESTS - APPROVED	AC+1		AC+1	O		O			AC=DATE REQUEST IS FULFILLED; PAPER, ELECTRONIC	
1.1.021	5146 OPEN RECORDS REQUESTS - DENIED	AC+2		AC+2	O		O			AC=DATE OF DENIAL OF REQUEST; PAPER, ELECTRONIC	

RETENTION CODES (Field 7)

\* - All Audit Requirements Will Be Met  
AC - After Closed, Terminated, Completed, Expired, Settled  
AV - As Long As Administratively Valuable  
CE - Calendar Year End  
FE - Fiscal Year End  
LA - Life of Asset  
MO - Months  
PM - Permanent  
US - Until Superseded

MEDIUM CODES (Field 10)

P - Paper  
M - Microfilm  
C - Computer Print-Out  
E - Electronic  
O - Other (Specify in Field 12)

ARCHIVAL CODES (Field 9)

A - Transfer to State  
I - Retain in Agency  
R - Review by State  
O - Other (Specify in Field 12)

SECURITY CODES (Field 8)

O - Open Record  
C - Confidential

VITAL CODES (Field 11)

Indicate with an X

**APPROVED 6/5/2003**

State of Texas  
Records Retention Schedule

Page 2

11/5/03

Automated Facsimile of SLR-105

2. AGENCY CODE: 501

3. AGENCY: TEXAS DEPARTMENT OF HEALTH

4. Records Series  
Item #

5. Agency  
Item #

6. Records Series Title

7. RETENTION PERIOD  
Agency Storage Total

8. Sec 9. Arch 10. Med 11. Vital

12. Remarks

\_\_\_ ORIGINAL SUBMISSION  
\_\_\_ RECERTIFICATION  
\_\_\_ REPLACEMENT PAGE  
\_\_\_ ADDENDUM PAGE

712 - MEAT SAFETY ASSURANCE DIVISION											
1.1.023	2087	ORGANIZATIONAL CHARTS	US		US	O	A	P			
1.1.025	156	POLICIES AND PROCEDURES MANUALS	US+3		US+3	O	R	P	X		
1.1.057	4844	TRANSITORY INFORMATION	AC		AC	O		O		PAPER, ELECTRONIC/AC=PURPOSE OF RECORD HAS BEEN FULFILLED.	
1.1.067	158	REPORTS - ADMINISTRATIVE, CONSOLIDATION REPORT OF SLAUGHTER & PROCESSING STATISTICS	3		3	O	R	P			
1.2.005	4833	RECORDS RETENTION SCHEDULE	US		US	O		P			
1.2.010	4835	RECORDS DISPOSITION LOGS	20		20	O		P		SEND TO RECORDS MANAGEMENT OFFICER WHEN COMPLETED	
2.1	3804	Y2K PROBLEM-SOLVING DOCUMENTATION	6		6	O		O		PAPER, ELECTRONIC	
3.1.019	1935	PERFORMANCE JOURNALS	2		2	O		P		MAY CONTAIN SOME CONFIDENTIAL INFORMATION SUCH AS MEDICAL INFORMATION, SOCIAL SECURITY NUMBER, OR OTHER DATA PROTECTED BY THE PRIVACY DOCTRINE.	
3.1.020	1944	PERSONNEL CORRECTIVE ACTION DOCUMENTATION/PERFORMANCE ADVISEMENT FORMS	AC+5		AC+5	O		P		MAY CONTAIN SOME CONFIDENTIAL INFORMATION; AC=TERMINATION OF CORRECTIVE ACTION	
3.1.027	3824	EMPLOYEE TRAINING FILES	AC+6		AC+6	O		P		AC=AFTER TERMINATION OF EMPLOYEE. EXTENDED RETENTION PERIOD REQUIRED UNDER HIPAA (45 CFR SECTION 164.530(j)(1)-(2))	
4.4.002	160	ACCOUNTS RECEIVABLE - OVERTIME	FE+3		FE+3 *	O		P	X		
4.5.002	159	DATABASE OF RENDERING LICENSES & PERMITS ISSUED	FE+3		FE+3 *	O		O		ISSUANCE OF LICENSE, PERMITS, & FEES COLLECTED FOR LICENSES AND PERMITS; PAPER, ELECTRONIC	
5.5.002	2989	FAX LOGS-TELEPHONE/LONG DISTANCE LOGS	AV		AV	O		P		AV=1 YEAR	

RETENTION CODES (Field 7)

\* - All Audit Requirements Will Be Met  
AC - After Closed, Terminated, Completed, Expired, Settled  
AV - As Long As Administratively Valuable  
CE - Calendar Year End  
FE - Fiscal Year End  
LA - Life of Asset  
MO - Months  
PM - Permanent  
US - Until Superseded

MEDIUM CODES (Field 10)

P - Paper  
M - Microfilm  
C - Computer Print-Out  
E - Electronic  
O - Other (Specify in Field 12)

ARCHIVAL CODES (Field 9)

A - Transfer to State  
I - Retain in Agency  
R - Review by State  
O - Other (Specify in Field 12)

SECURITY CODES (Field 8)

O - Open Record  
C - Confidential

VITAL CODES (Field 11)

Indicate with an X